



APPLICANT INFORMATION PACKET

Table of Contents

Missioní	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	Pag	e 3
Grant-Eli	gib	le	Pr	oje	ect	E	xa	mp	le	sí	í	í	í	í	í	í	í	í	í	í	.í	í	í	í	í	í	í	í	í	í	í	•••	. Pag	e 3
Applicati	ons	s: V	Wh	at	Y	ou	N	ee	d te	o I	ζn	ow	Ί	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	Page	e 3
Selection	Pro	oce	ess	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	.í	í	í	í	í	í	í	•••	. Pag	e 3
Staffingí	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í		Pag	e 4
Fundingí	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í		Page	e 4
Project T	ern	ní	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	•••	Pag	e 4
Submissi	on !	Pro	эсе	ess	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	Pag	e 4
Grant Gu	ide	lin	esí	ĺ	í :	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	Page	e 5
Grant Ap	plic	cat	ior	1í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	•••	Pag	e 6
Grant Co	mp	let	ior	1 C	Che	eck	clis	stí	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	••	.í	í	í	í	Pag	e 7
Commun	itv	M	aní	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	í	Page	e 8

Rutherford County Community Project Grant

MISSION

Strengthen and build Rutherford County communities through a matching grant program. Community Projects should visibly and directly enhance the community where the project is completed.

GRANT-ELIGIBLE PROJECT EXAMPLES

The following is a list of examples and is not exclusive of the types of Community Project Grants projects that could be funded:

- Community Signs
- Community Building Improvements/Repairs
- Community Gardens
- Community Recreation Facilities
- Community Clean-up Projects
- Community Culture Programs
- Community Festival
- Community History/Heritage

APPLICATIONS: What You Need to Know

Application shall be completed and postmarked or emailed no later than noon on October 23, 2015. Multiple grants may be considered to a single community whereby the amount awarded shall not exceed \$1,000 per applicant in a single fiscal year (July 1 ó June 30). Applicants must show that they are capable of organizing, administering and executing the Community Project proposed. Grants shall be for specific improvement projects and not operational expenses. Grants shall only be awarded for purposes otherwise allowed as a governmental use of funds (i.e., public purpose) and awardees shall be required to execute a grant award contract. For FY2015-16, the eligible expense date shall be November 3, 2015 ó June 30,2016.

SELECTION PROCESS

So as to avoid as many conflicts as possible, a Committee made up of the County Manager, Finance Officer, and Planning/Public Works Director will review all of the applications and make recommendations for awards to the Board of Commissioners. The selection criteria will be based upon the amount of local cash match, the visibility of the project in the community, the number of community participants, the feasibility of maintaining the project following grant award year, and other criteria relate to the Mission.

STAFFING

The County Manager of Manager of his designee shall solicit eligible grant applications, review applications for consistency with program mission, hold a public meeting about the application, and make recommendations to the Board of Commissioners.

FUNDING

Based upon budget authority available, grants may be awarded up to \$1,000 with a minimum 1:1 community cash match. (in-kind matches **not allowed**)

PROJECT TERM

FY2015-16 Community Project Grants must be completed by June 30, 2016. Grant authority shall expire on June 30 unless continued for cause upon written application to and approval by the County Manager prior to the June 30 expiration.

SUBMISSION PROCESS

Complete and submit the application to the Rutherford County Planning office by noon on October 23, 2015. Applications shall be mailed or emailed to one of the following addresses below:

USPS Mail: Rutherford County Planning

Attention: Aubrey Clay, Community Project Grant

174 Fairground Rd. Spindale, NC 28160

Note: Envelope must be postmarked no later than noon, October 23, 2015

Email: aubrey.clay@rutherfordcountync.gov

(Subject line of email shall read õCommunity Grant Applicationö)

Note: Header block in the email must be electronically time and date stamped before noon, October 23, 2015

For questions regarding the application process, please contact Aubrey Clay at (828) 287-6052 or at aubrey.clay@rutherfordcountync.gov.

GRANT GUIDELINES

- Application shall be completed and postmarked or emailed to the Rutherford County
 Planning office no later than noon, Friday, October 23, 2015
- The County will **NOT** maintain community projects.
- All local matches **shall** be cash and evidenced by receipt/invoice.
- No "in-kind" donations or matches allowed.
- Bonus points will be awarded for recycled or reused materials.
- Community **shall** have written permission for improvement to property.
- Grants may be awarded up to \$1,000 with a **minimum** 1:1 community **cash** match.
- Multiple grants may be awarded to a single community but the amount awarded shall not exceed \$1,000 per applicant in a single fiscal year (July 1 June 30).
- Applicants must show that they are capable of organizing, administering and executing the Community Project proposed.
- Grants shall be for specific improvement projects and **not** operational expenses.
- Grants shall only be awarded for purposes otherwise allowed as a governmental use of funds
 (i.e., public purpose) and awardees shall be required to execute a grant award contract.
- For FY2015-16, the eligible expenses shall not occur prior to November 3, 2015.
- Community Projects funded under this grant program shall be completed by June 30 in the
 fiscal year awarded. Grant authority shall expire on June 30 unless continued for cause upon
 written application to and approval by the County Manager prior to the June 30 expiration.
- The selection criteria will be based upon the **amount** of local cash match, the **visibility** of the project in the community, the number of **community participants**, the feasibility of **maintaining** the project following grant award year.
- Please include <u>"BEFORE"</u> pictures with application.
- Late and/or incomplete applications will **NOT** be recommended for approval.

Rutherford County Community Project Grant Application

Office use only:
<i>Time</i>
Date
Initials

Application shall be completed and postmarked or emailed to the Rutherford County Planning office no later than noon, October 23, 2015

Community:		Date:									
Project Name, Feature or Location	1:										
Contact person:	Ph	one:									
Applicant Address:STREET	CITY	STATE ZIP									
Amount Requested:	Amount of local cash	match:									
Email:											
Date match available:	Date project compl	leted:									
• Grant budget showing use	on. Please include "BEFORE" pi of local matching dollars and date sh only and evidenced by receipt/	match will be available.									
What is the intended use of the f	funds?										
Property where project is locate	d and written permission for im	provement?									
How will this visibly and directly	y enhance the community?										
Is the project created from recyc	clable materials?										
How will the project be maintain	ned? (County will NOT maintain	project.)									

Rutherford County Community Project Grant

Grant Completion Checklist

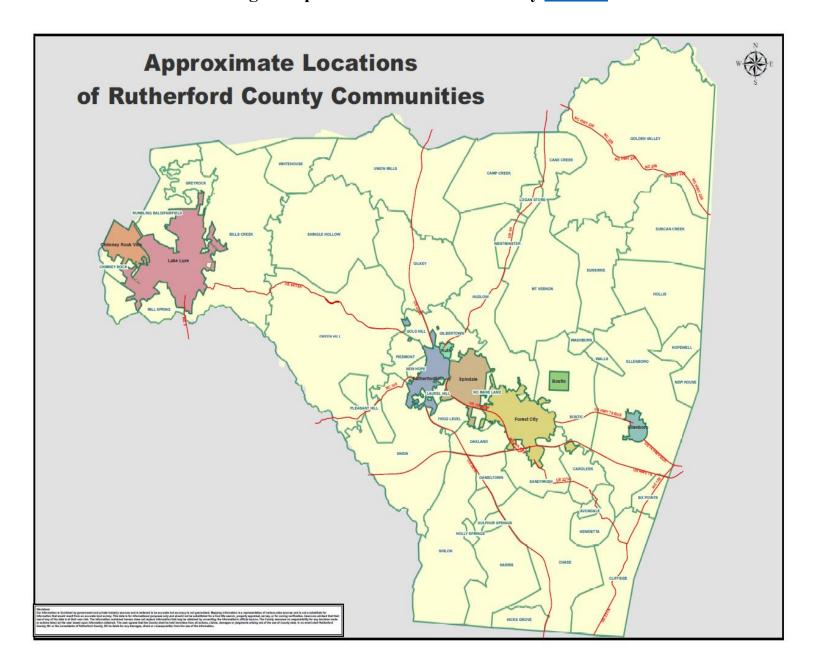
Items to be included with application

"BEFORE" pictures of project.
Proof of local CASH match.
Written permission for property improvement.
Summary of goals and objectives for grant funds.
A plan of action and timetable for implementation.
Itemized grant budget showing use of local matching dollars and date match will be available.
Source of local match.

Application Deadline: Noon, Friday, October 23, 2015

Refer to this map to identify the community where the project will occur.

A larger map can be found on the County website.



END OF PACKET